

***Lafayette County Human Services
Board Meeting Minutes
December 12, 2013***

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine was excused)

LCHS staff present: Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Gerald Heimann, second by Leon Wolfe to approve the agenda as posted; carried.
- c. Motion by Sherry Crist, second by Connie Hull to approve the minutes of the November 14, 2013 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George was absent tonight. Shane Schuhmacher stated no unusual payments for the month with the exception of the payment to Family Care in the amount of \$96,371.00. Mr. Schuhmacher also stated the Aging budget is currently over budget; but stated not all revenues have been received.

4. APPROVAL OF EXPENDITURES

- a. Motion by Sherry Crist, second by Richard Roelli, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Sherry Crist, to approve the Aging Unit vouchers as scheduled; carried.

5. CONTROLS OVER HUMAN SERVICES RELATED ACTIVITY-LCHS received an email from Nicola in the Finance Dept. regarding the 2012 audit report for Lafayette County. There were a couple of issues from the audit that needed to be addressed with Lafayette County Human Services.

“Segregation of Duties-The human services department is able to post into the general ledger the cash receipts related to human services. The money is then taken to the treasurer’s office for deposit. The

human services department is also responsible for the reconciling accounts such as accounts receivable, due from other governments, rep payee accounts, and approving write offs of uncollectible accounts. In a proper control environment, these responsibilities would be segregated and additional oversight with respect to the work being performed would be in place.”

Mr. Schuhmacher stated Ms. George has planned a meeting with Nicola Mauer and Becky Taylor to implement procedures to address the above concerns.

6. **REVIEW OF ON-SITE CLINIC RECERTIFICATION SURVEY**-Mr. Schuhmacher presented copies of the On-Site Findings for the programs for the clinic along with the Plan of Correction.

Program Certificate #2279 (CSP; DHS 63) received a one year provisional certification to expire on 10-31-2014.

Program Certificate #1490 (Outpatient Clinic and Emergency Services: DHS 34, DHS 35 and DHS 75.05) received a two year biennial provisional certification to expire on October 31, 2015. The outpatient Alcohol and Other Drug Abuse treatment service (DHS 75.13) received a six-month provisional certification to expire on 04-30-2014. A Plan of Correction was prepared and sent to the State.

7. **COMPREHENSIVE COMMUNITY SERVICES (CCS)**-Mr. Schuhmacher stated the State is offering counties the opportunity to run the CCS program. Green County Human Services currently runs this type of program and has invited LCHS to join Green County in this program. Green County would administer the program. Mr. Schuhmacher said there is the opportunity for 100% reimbursement.

Motion by Leon Wolfe; second by Gerald Heimann to pursue the CCS program with Green County; carried.


8. **AFFORDABLE CARE ACT (ACA) STATUS UPDATE**-Mr. Schuhmacher stated LCHS has used \$13,587.21 since August 1, 2013 for ACA costs.

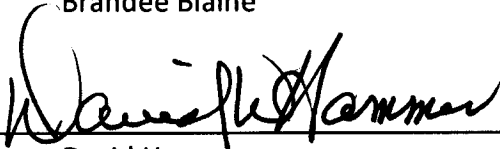
9. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of October 28, 2013 to November 24, 2013 for LCHS was 38.28 hours and the total overtime hours was 3.50 hours.
- b. Birth to 3 Program Compliance Letter-LCHS received a letter from the State stating for CY2012, Lafayette County Birth to 3 Program had 100 percent compliance.
- c. Mental Health Coordinator Vacancy Update-Mr. Schuhmacher stated the position had been advertised. Mr. Schuhmacher stated he would like to wait until a manager has been hired and then will re-advertise the position.
- d. Behavioral Health Unit Manager Vacancy Update-Mr. Schuhmacher indicated an interview has been set up to interview a candidate in January.

10. **ADJOURN**

- a. The next meeting was set for **Monday, January 13, 2014** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- e. The meeting was adjourned by Chair David Hammer at 7:25 p.m.

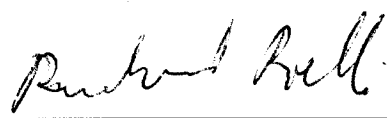
Reviewed by  1-13-14
Shane Schuhmacher, Director Date

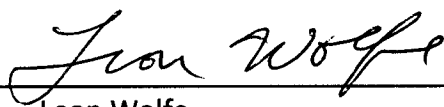
Brandee Blaine

David Hammer


Connie Hull

Jack Sauer

Sherry Crist

Gerald Heimann

Richard Roelli


Leon Wolfe